



Solicitation Information

November 9, 2012

LOI #7458258

TITLE: ARRA - EARLY LEARNING WORKFORCE STUDY

SUBMISSION DEADLINE: DECEMBER 7, 2012 AT 11:00 AM (EST)

Questions concerning this solicitation must be received by the Rhode Island Division of Purchases at questions@purchasing.ri.gov **no later than November 26, 2012 @ 12:00 noon (EDT)**. Please reference the RFP # on all correspondence. Questions should be submitted in a *Microsoft Word* attachment. Questions received, if any, will be posted on the Purchasing website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No
BOND REQUIRED: No

Gail Walsh
State of Rhode Island Division of Purchases

Vendors must register online at the State Purchasing website at www.purchasing.ri.gov.

NOTE TO VENDORS:

Offers received without the entire completed three page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

LOI #: 7458258

TITLE: Researcher to Complete Early Learning Workforce Study

Submission Deadline: December 6, 2012 at 11:00 AM (EST)

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Human Services, is requesting letters of interest from qualified responders to gather, analyze, and evaluate statewide data on the early learning workforce in Rhode Island, as described herein and in accordance with the terms of this solicitation and the State's General Conditions of Purchase (available at www.purchasing.ri.gov). The data will primarily be obtained through survey research. The research findings will be used to assess and inform the development of policies, programs, and initiatives related to the early learning workforce.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential respondents are advised to review all sections of this request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are encouraged. However, proposals that depart from or materially alter the terms, requirements, or scope of work defined by this request will be rejected as non-responsive.
- All costs associated with developing and submitting a proposal in response to this request, or to provide oral or written clarification of its content shall be borne by the offeror. The State of Rhode Island assumes no responsibility for this cost.
- Proposals are considered irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchasing at the time of opening for any cause will be determined to be late and will not be considered. The official time clock is located in the reception area of the Division of Purchases, Department of Administration, One Capitol Hill, Providence, RI. Faxed proposals will not be accepted.
- All proposals should include the offeror's FEIN or Social Security Number as evidenced by a W9, downloadable from the Division of Purchases website at www.purchasing.ri.gov.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the RI Secretary of State (401-222-3040).
This is a requirement only of the successful vendor(s).

- Respondents are advised that all materials submitted to the State in consideration in response to this Request for Proposals will be considered to be Public Record as defined by Title 38 Chapter of Rhode Island General Laws, without exception, and will be released for inspection immediately upon request once an award has been made.
- The offeror should be aware of the State's Minority Business Enterprise (MBE) requirements, which addresses the state's goal of ten percent (10%) participation by MBE's in all State Procurements. For further information, contact the MBE at 401-574-8670 or visit the website at www.mbe.ri.gov
- The purchase of services under an award made pursuant to this Request will be contingent on the availability of funds.
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this LOI.
- Equal Employment Opportunity (RIGL 28-5.1) § 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office at 401-222-3090.
- Subcontracts are permitted, provided that their use is clearly indicated and justified in the respondent's proposal, and the subcontractor(s) proposed to be used are identified in the proposal, including the selection process used to identify said subcontractor(s).
- RIGL 37-13-3.1 State public works contract apprenticeship requirements. * (a) Notwithstanding any laws to the contrary, all general contractors and subcontractors who perform work on any public works contract awarded by the state after passage of this act and valued at one million dollars (\$1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the department of labor and training.
- ARRA SUPPLEMENTAL TERMS AND CONDITIONS - For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions for Contracts and Subawards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

RHODE ISLAND DEPARTMENT OF HUMAN SERVICES
NON-DISCRIMINATION NOTICE

In accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and Title IX of the Education Amendments of 1970 (20 U.S.C. 1681 et seq.), the U.S. Department of Health and Human Services implementing regulations (45 C.F.R. Parts 104 and 106), the Rhode Island Department of Human Services (DHS) does not discriminate on the basis of race, color, national origin, disability, or sex in acceptance for or provision of services, employment, or treatment, in its educational and other programs and activities. Under the provisions of applicable law, DHS does not discriminate on the basis of age, religion, or sexual orientation.

BACKGROUND

Through the Race to the Top-Early Learning Challenge (RTT-ELC) grant, DHS and its partners aim to improve the quality of early learning programs and close existing achievement gaps for all Rhode Island children and especially for children with high needs. The RTT-ELC grant focuses on improving early learning and development outcomes for young children by supporting efforts to increase the number and percentage of children, especially children with high needs, enrolled in high-quality early learning programs.

An important component of DHS' quality improvement efforts includes improving the credentials, and resulting knowledge and competencies of the early learning workforce. Investment of state and federal resources and strategies to address the future educational needs must be based on baseline data on the characteristics of the current workforce. The goal of this solicitation is to conduct a study of the individuals employed in one component of the existing early learning workforce in Rhode Island; child care centers, family child care homes, and group family child care. DHS has not previously conducted a comprehensive study of this segment of the early childhood workforce, although more limited surveys have been done in the past.

The most recent study involving the child care workforce was conducted in 2011 by the University of Rhode Island's Charles T. Schmidt Labor Research Center. DHS, in partnership with the RI Department of Labor & Training, routinely conducts a biennial survey of the current market rates for child care. In 2011, the *Statewide Survey of ChildCare Rates in Rhode Island* was expanded to include workforce related questions in an attempt to gain preliminary data on the characteristics of the early childhood workforce.

http://www.dhs.ri.gov/Portals/0/Uploads/Documents/Public/ChildCare/2011_cc_ratestudy.pdf Separate questions were asked of centers and family homes, and though the

response rate was low, the study was able to document different workforce characteristics of the two groups, including wages, benefits, and years of experience.

Another study conducted in 2003 focused on the issue of employee turnover. The study was conducted by Wellesley College and was entitled *A Preliminary Look at Employee Turnover at Child Care Centers in Rhode Island*.

<http://www.dhs.ri.gov/Portals/0/Uploads/Documents/Public/Research%20and%20Evaluation/TurnoverPaper.pdf> This study was limited to licensed child care centers, and found a high turnover rate that was cyclical in nature and that reflected the effect of the program's attributes on the rate of turnover.

DHS recognizes the value of obtaining information on the size and characteristics of all sectors of the child care workforce. One of the primary uses of the study results will be to inform initiatives that are part of the State's RTT-ELC efforts, including the provision of scholarships for completion of AA and BA degree programs and the emerging Professional Development System. A critical component of this system is ensuring that professional development opportunities are inclusive of and available to all providers. Knowledge of the child care workforce characteristics, and the population served, will be helpful in designing more effective statewide policies and programs to support individuals working in early learning programs in improving the school readiness of children.

Beyond this Department, there are many organizations throughout the state that will benefit from the statistics in the workforce study. Other state agencies, child care programs, advocacy groups, philanthropic and professional organizations will use these statistics in their efforts to better address the issues of workforce recruitment, compensation, and professional credentials within the early care and education system. In addition, the data compiled through this effort will serve as a baseline for future comparison, largely via data collected and stored in the to-be-developed Statewide Early Learning Longitudinal Data System.

Child Care in Rhode Island

There are approximately 1,100 child care programs operating in Rhode Island today. The majority of programs (approximately 60%) are licensed family child care homes. According to recent data from the RI Department of Children, Youth, and Families (DCYF), there are currently 650 licensed family child care homes, and 417 licensed center-based programs.

SCOPE OF WORK/ DELIVERABLES

1. Collaborate with DHS and the RTT_ELC Core Project Management Team to gather input on the workforce study, including, but not limited to, data collection instruments, processes for gathering and analyzing information, and review of final reports.

2. Develop and conduct surveys of center-based and family home providers. Survey administration will include arranging translation and/or interpreter services; pilot testing; directing and conducting the actual survey; callbacks to non-responders; data quality assessment and assurance; and data entry verification. Through the use of appropriate screening questions, the survey will identify a representative sample of both: (1) child care center staff; and (2) family child care providers.
3. The information collected through a combination of administrative and survey data will meet the following objectives:
 - a. Provide an estimate of the size of the child care workforce, including a sound estimate of the number of staff in the various roles (assistant teachers, teachers, directors, etc...) working in licensed child care centers; and the number of providers and paid assistants working in licensed family child care homes. Identify the extent to which their educational backgrounds vary with respect to ethnicity, language, age, and tenure
 - b. Compile baseline data on the demographics, wages, tenure, and educational characteristics of the individuals employed within the early learning workforce
 - c. Profile the business and program characteristics of programs, including organizational status, participation in various subsidy programs; turnover rates, benefits offered, program organizational/educational auspice, quality indicators, and number and ages of children served.
 - d. Profile the children that providers with varying characteristics serve, in terms of numbers, ages, subsidy status, and special needs;
 - e. Document the professional preparation of staff to work with children who are dual language learners and/or have special needs;
 - f. Identify differences among regions of the state, between programs participating and not participating in the Child Care Assistance Program, between programs serving and not serving infants and/or toddlers, between programs serving and not serving children with special needs, and with respect to staff, along the dimensions noted above.
 - g. Provide data on the financial supports received by practitioners including the number of scholarships, reimbursement for training expenses, and loans awarded.
 - h. Provide data on the number of early childhood-related degrees and credentials conferred annually to practitioners by setting.
4. Present final report to the Department of Human Services, including:
 - a. An executive summary of the report
 - b. A succinct, user-friendly presentation document in the form of a PowerPoint presentation or fact sheets that summarizes the key study findings by category/topic.

- c. Final report, including trends, themes, findings, and lessons learned, in both text and web-based formats.
- d. A technical report on methods, process and costs.
- e. Summary tables for all survey items.
- f. Public use data files of the survey data with accompanying survey instruments and codebooks that protect the anonymity of responders in accordance with state and federal privacy laws.

All final reports produced through this contract will be products of the Department. As such, they shall become public information and the Department may advertise their availability and seek other partners for continued work in the future. Respondents should anticipate 30-60 days of multi-level review led by the Department with agreed upon revisions expected at each level to refine text and create web-ready document(s). Responders may propose additional tasks or activities if they will substantially improve the results of the project. These items should be separated from the required items on the cost proposal.

PROJECT SCHEDULE

Task	Deliverable	Scheduled Completion Date
1	Receive licensed provider information from DHS/DCYF and verify accuracy. Collaborate with Core Project Team on corrections.	Upon award of contract
2	Design survey and prepare technical set-up necessary for survey administration.	On or before March 1, 2013
3	Print surveys in English & Spanish, outgoing envelopes and postage, business reply envelopes, and return postage based on a population of approximately 1,100 licensed providers.	On or before March 15, 2013
4	Implement data collection - disseminate marketing documents; send and collect two direct hard copy mailings via U.S. mail to approximately 1,100 licensed providers. <ul style="list-style-type: none"> • Advanced mailing of notification letter w/colored notice (generated by DHS and printed by contractor) • Survey mailing w/cover page in color 	On or before May 1, 2013
5	Maximize response rate by initiating callbacks to non-responders	Through June 1, 2013
6	Collaboration with DHS and Core Project Management Team regarding data interpretation and preparation of final reports	June-July 2013
7	Final reports delivered to DHS	On or before August 31, 2013

TERMS OF CONTRACT

The contract will begin approximately January 1, 2013 and end August 31, 2013.

Contractor will be responsible for all expenses related to overhead, research, data collection, travel and other costs necessary to complete the scope of work;

Contractor will be responsible for supervision, performance and adherence to contractual language of all of its subcontractors or seek other partners for continued work.

All equipment and materials purchased or received through this grant remain the property of the Rhode Island Department of Human Services

Program(s) must comply with all applicable provisions of the general laws and with all applicable rules and regulations of the Department of Human Services and its contractual procedures.

To ensure compliance, the Department of Human Services or its designee, shall regularly monitor the program(s) under this contract. The contractor must provide access to any and all materials relevant to the evaluation and monitoring of the activities and requirements described herein.

COST PROPOSAL

The contractor must prepare a cost proposal reflecting the percentage of salary, hourly rate, or other fee structure proposed for this scope of services using the DHS budget forms (Attachment 1), including a full descriptive Budget Narrative. Total cost of the contract is not to exceed one hundred thousand dollars (\$100,000). Attachment 1 is provided as a downloadable .zip file in the Column labeled 'Info' on the Division of Purchases website.

PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed, in Microsoft Word format, to the Division of Purchases at questions@purchasing.ri.gov no later than the date & time listed on the cover sheet of this solicitation. Please reference the LOI number on all correspondence. Questions received, if any, will be posted and answered on the internet at www.purchasing.ri.gov as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For technical assistance, call the Purchasing Help Line at (401) 222-3766.

Proposals (an original plus 5 copies) must include the following:

1. In addition to the hard copies requested, one copy of the respondent's complete proposal is requested in an electronic format, CD or flash drive, in Microsoft Office or PDF file formats.

2. A completed and signed RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
3. A completed and signed W-9 (taxpayer identification number and certification), available at www.purchasing.ri.gov.
4. A **separate sealed Cost Proposal** as described above, submitted on DHS budget forms (Attachment 1) with a full descriptive Budget Narrative included.
5. A separate **Technical Proposal**, outlined below, describing the qualifications and background of the applicant and experience with similar projects /programs, as well as the work plan proposed for this requirement.

CLEAR, SUCCINCT AND RESPONSIVE PROPOSALS ARE EXPECTED.
TECHNICAL PROPOSALS, INCLUDING ALL ATTACHMENTS,
SHALL NOT EXCEED 50 PAGES

The **unbound original and 5 (five) copies** of the completed proposals must be mailed or hand delivered in a sealed envelope and received no later than the date and time indicated on page one of this solicitation, to the following address:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases

EVALUATION & SELECTION

A Selection Committee will evaluate submitted proposals on the basis of the criteria listed below. Consultant teams may be invited to appear before the Committee for in-person presentations. The Committee will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or his or her designee, who will make the final award decision.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the

right to reject any or all responses submitted and to waive any informalities in any vendor's submission

PROPOSED SCORING CRITERIA	
Overall Quality of Written Proposal	10 points
Understanding of the Issues	10 points
Proposed Work Plan	15 points
Capacity to Effectively Administer the Project	15 points
Staff Dedicated to Project (including curriculum vitae)	20 points
Cost Proposal	30 points

Respondents must receive a minimum of 50 out of 70 points to warrant further award consideration.

Notwithstanding the foregoing, the State reserves the right to accept or reject any or all bids, options, or proposals and to act in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentations(s) by respondents clearly in consideration for award.